

Alternative Trade Adjustment Assistance (ATAA) TOOLBOX 2.0

Enrolling a client into the ATAA program

Figure 1: Toolbox 2.0 ATAA Enrollment Screen

Step-by-Step:

- 1) Once you have found your seeker, you need to enroll the client into ATAA. You can either click on the \$ icon for the Eligibility module or paper/pen icon for the Employment Plan/Enrollment module.
- 2) Once either module is open, select the Enrollment tab.
- 3) Double click in the first line under Other Potential DWD Programs. This should provide a list of potential program options for the client; choose ATAA. Before you can enroll the client into ATAA, you must also select the program by checking the box in front of ATAA and then clicking on the Enroll button.

- 4) The client's potential enrollment should now be moved to an actual enrollment. Be sure to click the Save button before exiting the screen.

Adding ATAA as an Objective/Service in the Employment Plan

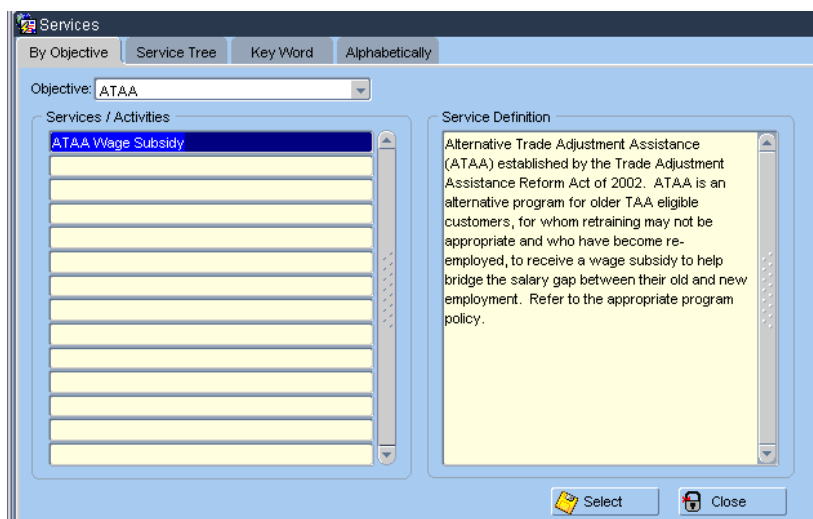
The screenshot shows the 'Toolbox 2 (Prod (tbprod)) - Employment Plan' window. The 'Employment Plan' tab is selected. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'Enrollment', 'Appropriateness', 'Employment Plan', 'Progress', and 'Closures'. The 'Employment Plan' tab is active, showing a form with the following fields and controls:

- ☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1
- Start Date: 11/18/07 Closed:
- ONet: 10000000 Default Onet
- Goal: Converted
- Justification: Converted
- LMI
- Objective: Start Date: 05/15/08
- Service: Hours:
- End Date: Outcome:
- Comments:
-
-
- Training Weeks: Remedial: 0 Occupational: 0 OJT: 0 Total: 0
- FSD Months on TANF:
-

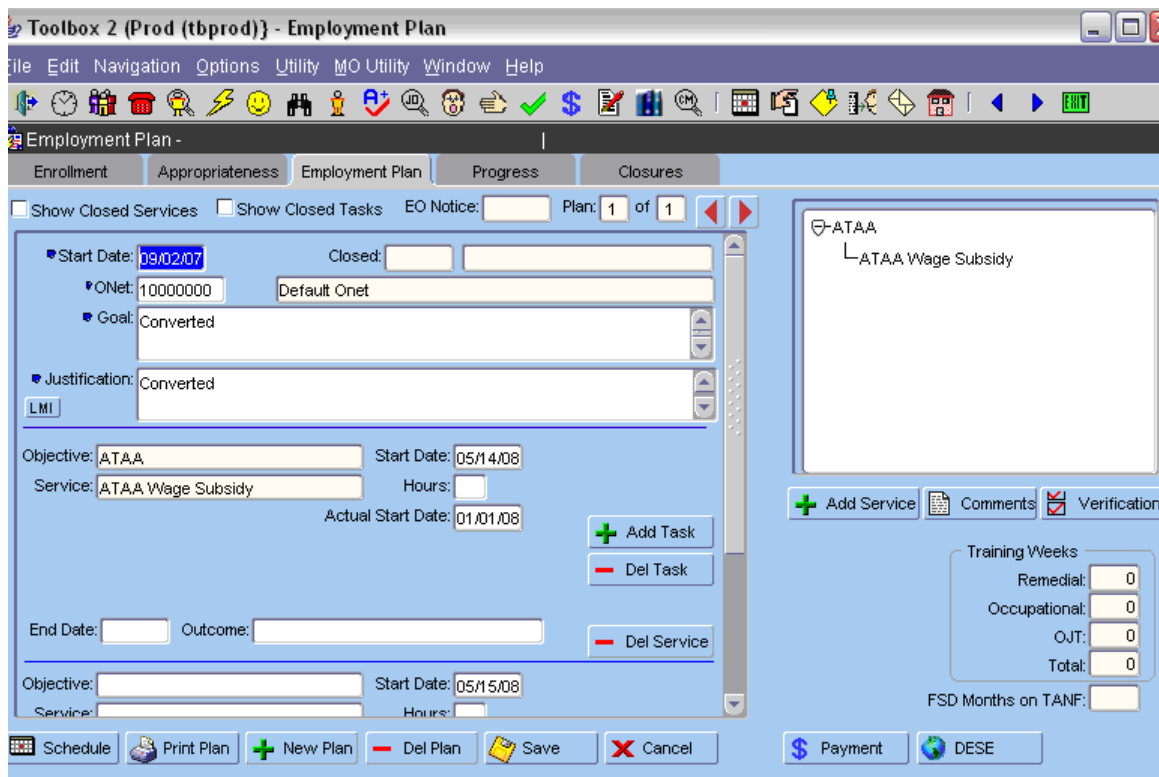
Figure 2: Toolbox 2.0 ATAA Employment Plan

Step-by-Step:

- 1) To add ATAA to the client's Objectives/Service in the employment plan, click on the paper/pen icon for the Employment Plan/Enrollment module.
- 2) Once the Employment Plan/Enrollment module is open, select the Employment Plan tab.
- 3) If necessary, complete the required fields: Start Date, ONet, Goal, and Justification.
- 4) Double click in the Objective field and a Services box will popup. Choose the objective ATAA and the service ATAA Wage Subsidy, and click the Select button.



- 5) When you return to the Employment Plan tab, the Objective and Service fields will be complete. The Start Date will reflect the current date. You may leave this date or pick a different date that falls within the next month.
- 6) Skip the Hours field and go to the Actual Start Date field. Enter the date the client was first eligible for ATAA (client's first day of qualifying re-employment). For existing clients, this date can be found on the ATAA Initial claim worksheet in the field "Qualifying Re-Employment Date" or on the BATA screen's main page in the field "Eligible Begin" date.
- 7) Click the Save button before exiting the Employment Plan/Enrollment module.



Making an ATAA determination

Toolbox 2 (Test (tbtest)) - Eligibility

File Edit Navigation Options Utility MO Utility Window Help

Eligibility -

Application Eligibility Waiver ATAA Enrollment

Not Eligible: ☐ Petition#:

Created by: Birth Date:

Separation Information

Date	Employer	Wage/Hr	Hours	Weekly
12/24/04	C	15.00	40.00	600.00

Annualized: 31,200.00

Benefit

Month	Start	End	Amount	NElig	Ovr	Ver	Paid
01/2005	01/24/05	02/23/05	433.33	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason:

Followup Date: + Add

Benefit End Date: 01/24/07 + Add

Balance: 9,566.67 - Delete

Total Benefit: 433.33 Copy

Reemployment Information

Start Dt	Employer	Sep Dt
01/24/05		

Full Week: ☒ ☒ ☒ ☒ ☐ ☐ 4

Weekly Wage: 400.00 400.00 400.00 400.00 1,600.00

Hours: 40.00 40.00 40.00 40.00 160.00

Created by: + Add - Delete

Income

Hr Rate	# Hr	Annual
10.00	40.00	20,800.00

Print Save Cancel

Figure 3: Toolbox 2.0 ATAA Tab (Determination)

Step-by-Step:

- 1) Click on the \$ icon to return to the Eligibility module.
- 2) Once the Eligibility module is open, select the ATAA tab.
- 3) Double click in the Petition# field for a list of Trade petition numbers linked to the client. Select the appropriate petition#.

If the client is not eligible under a Trade and/or ATAA certified petition, to issue a denial, click the Not Eligible field to the left of the Petition# field. This will pop up a Not Eligible Reason box where you can provide a free flow explanation.

- 4) Once a petition# is selected from the list, the Date and Employer fields under the Separation Information section will auto-populate.

The auto populated Date will reflect the client's first qualifying separation date. If the client has a later qualifying separation date, you need to type over the auto populated data and enter the correct date.

- 5) At the top of the form, there is a Created by: field, enter your name in this field. Also, the client's Birth Date will auto populate. Complete the Wage/Hr and Hours field based on information found on the client's last full week paystub from the Trade affected employer.
- 6) Under the Benefit section, enter the Month (mm/yyyy), the Start date (mm/dd/yy), and the End date (mm/dd/yy) of the current claim you are entering. For continued claims, highlight the last claim month entered and press the copy button to add a line with the next consecutive Month, Start, and End fields.

- 7) Under the Reemployment Information section, in the Start Dt field, enter the client's first date of qualifying reemployment. For claims established prior to the start up of Toolbox 2.0, please use the date found on the ATAA Initial Claim worksheet in the field "Qualifying Re-Employment Date" or on the BATA screen's main page in the field "Eligible Begin" date. This date is used to calculate 2 year time frame on ATAA tab.
- 8) In the same section, enter the name of the qualifying Employer.

The Sep Dt field should only be filled if the client leaves the noted employer. To enter a new claim once a date is entered into this field, you will have to enter a new Start Dt.

- 9) Enter the qualifying Weekly Wage and Hours for each week during the claim. For each Full Week, enter a checkmark.

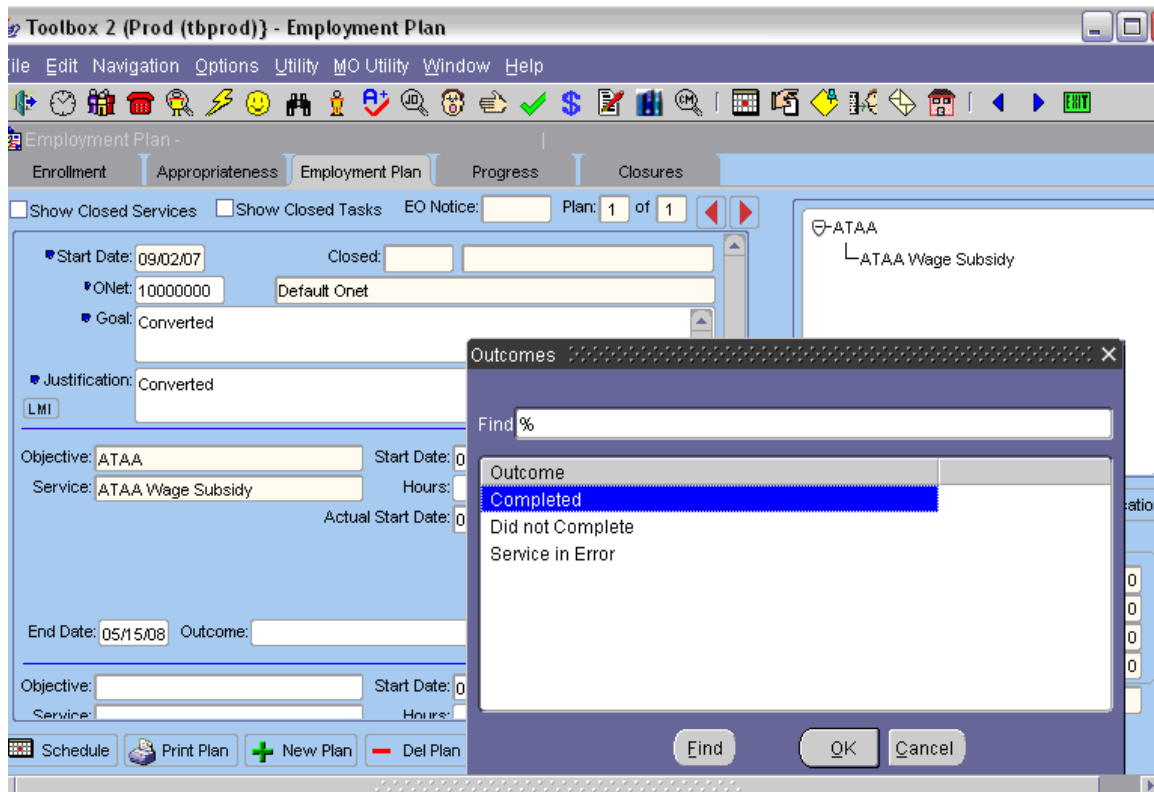
NOTE: Do not check the Full Week field for any partial weeks. Partial weeks are those weeks that are split between two claims. (Sometimes the client's first week of employment is a partial week.)

- 10) The system will auto calculate the number of full weeks, the total weekly wage, and the total number of hours worked. The system will also auto populate the fields Income Hr Rate, # Hr, and Annual.
- 11) Under the Benefit section, the ATAA Amount should auto populate.
- 12) If the client is not eligible for ATAA, check the NElig field in the Benefits section. Once this field is checked, you can double click in the Reason field for a list of denial reasons.

If you choose the reason Other, you must complete a justification box.

- 13) If the client is not entitled to the full ATAA amount, you may check the Ovr button (override) to type in the correct ATAA amount.
- 14) The Ver and Paid buttons are for Central Office use only.
- 15) If you so choose, you can complete the Followup Date field. This will place a reminder/task on your calendar.
- 16) The system automatically tracks the Benefit End Date (two year time frame), the balance of the \$10,000 maximum, and the Total Benefit paid to the client.
- 17) Be sure to click the Save button before exiting the tab and also between entering more than one month of ATAA claims.
- 18) The +Add and -Delete buttons under both the Benefit and Reemployment Information sections allow you to add or delete a blank set of fields in that specific area.
- 19) If your ATAA claim follows the same pattern each month, you can use the Copy button under the Benefit section. You need to have your cursor on the latest claim month. When you use the Copy button, it will auto populate the Month, Start, and End fields.
- 20) The Cancel button will rid the screen of any entries you've made since you accessed the ATAA tab or last used the Save button.
- 21) Click the Print button to print out the completed ATAA worksheet.

Adding an outcome for the ATAA objective/service



**Figure 4: Toolbox 2.0 ATAA Employment Plan
(Objective/Service Outcomes)**

Step-by-Step:

- 1) To add an outcome to the client's ATAA Objective/Service in the employment plan, click on the paper/pen icon for the Employment Plan/Enrollment module.
- 2) Once the Employment Plan/Enrollment module is open, select the Employment Plan tab.
- 3) Complete the End Date with the date the client was last eligible for ATAA or the date the client last received an ATAA payment.
- 4) Double click in the Outcome field for a list of outcome reasons. Select the appropriate outcome and click OK.
- 5) When you return to the Employment Plan tab, the Outcome field will be auto populated with your selection. Click the Save button before exiting the Employment Plan tab.

Adding an outcome (exit) for the ATAA program

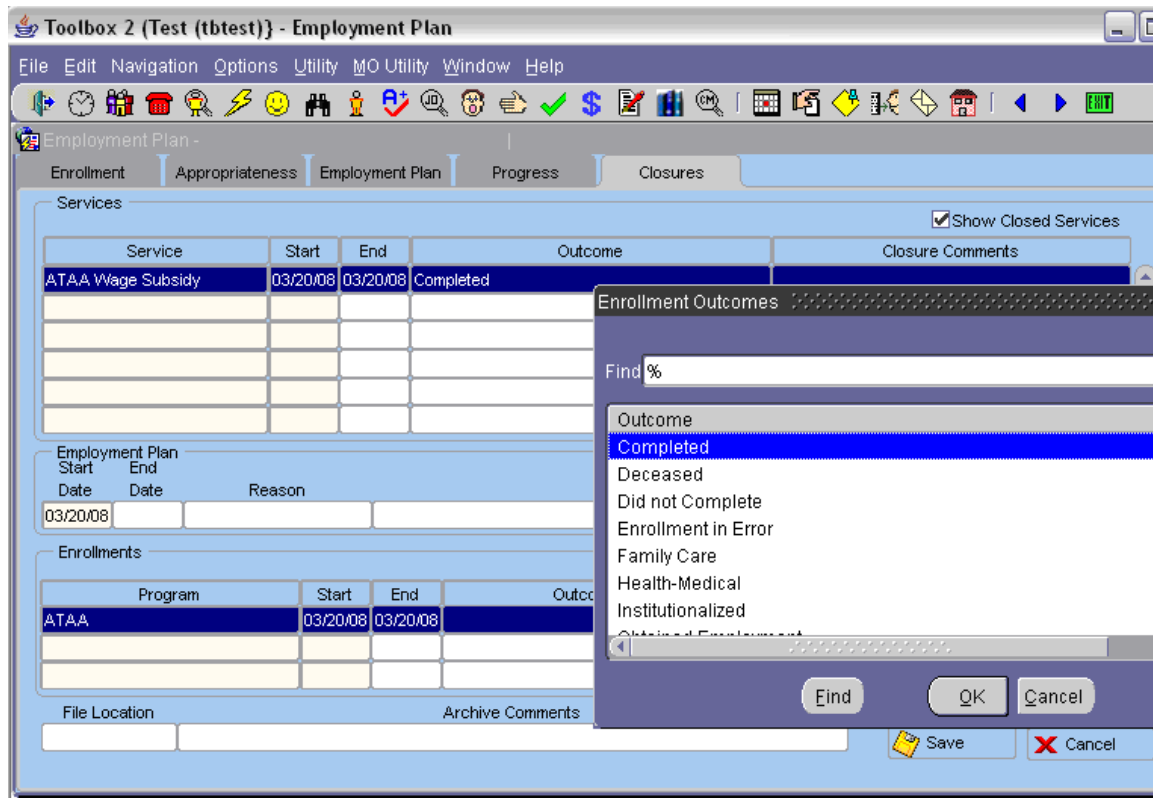


Figure 5: Toolbox 2.0 ATAA Employment Plan/Enrollment Module (Program Outcome/Exit)

Step-by-Step:

- 1) To add an ATAA program outcome (exit) to the client's employment plan, click on the paper/pen icon for the Employment Plan/Enrollment module.
- 2) Once the Employment Plan/Enrollment module is open, select the Closures tab.
- 3) Under the Enrollments section, on the ATAA program line, double click in the Outcome field for a list of outcome (exit) reasons. Select the appropriate outcome and click OK.
- 4) When you return to the Closures tab, the Outcome field will be auto populated with your selection. Click the Save button before exiting the Closures tab.

NOTE: Once the ATAA objective/service is closed and there is not activity for 90 days, the system will automatically soft exit the client from the ATAA program.